



Parent-Student Handbook  
2019-2020

## **TABLE OF CONTENTS**

### **ABOUT OUR SCHOOL**

- From the Head of School
- Mission / Vision / Philosophy
- School Heraldry / Motto / School Colors

### **ACADEMICS**

- Expected Learning Results
- Griffin Society and Honor Roll
- Academic Ethics and Integrity
- Academic Probation
- Mandatory Tutorial
- Grading Scale and Grade Point Average
- Testing
- Graduation Requirements
- Student Records

### **ATTENDANCE POLICIES**

- Tardy Policies
- Absence Policies
- Make Up Work

### **BEHAVIORAL EXPECTATIONS AND DISCIPLINE**

- Disciplinary Actions and Procedures
- Dress Code
- Electronic Devices

### **HEALTH AND SAFETY**

- Medication Administration
- Student Illness at School
- Student Illness at Home
- Pregnancy
- Drug and Alcohol Use
- Notification of Authorities
- Emergency Procedures

### **PARENTAL INVOLVEMENT**

- School Board
- Volunteer Opportunities
- Communication with School

## ABOUT OUR SCHOOL

### FROM THE HEADSCHOOL

"Order is the first need of all."

-Simone Weil

"Before a person can live tolerably with himself or with others, he must know order."

-Russell Kirk

"Turning and turning in the widening gyre

The falcon cannot hear the falconer;

Things fall apart; the centre cannot hold;"

-William Butler Yeats

I am glad that you hold the first edition of the OCA Parent-Student Handbook. This handbook has been in fruition since August 2016. Since then, an OCA community has been forming. Most handbooks are known as the "do's and don'ts" of school life. In reality, the Parent-Student Handbook used well acts as a guidepost for the school community. The handbook should be the guideposts which allows our community to flourish.

I hope that this handbook will help you to see further as the OCA community continues to become a reality. As we grow and matures, changes will be necessary for this handbook. A community grows organically, as we assist parents in forming their sons and daughters. My goal is that this handbook will assist us in forming young gentlemen and ladies to be leaders at home, church, community and workplace.

John E. Rocha  
Head of School

## SCHOOL HERALDRY

The star represents Christ as the Light and Truth; Veritas is placed under the star to give a weighted significant that OCA directed toward Christ

The olive branch and olives signifies peace and reconciliation as well as independence, strength, tradition and vitality.

The Franciscan cross at the bottom of the crest is reminiscent of a knot and thus emphasizes the unity and the ultimate peace that results from our Lord's sacrifice on the cross and the sanctification of oneself and the world it makes possible.



The boarder embracing all four images is God, who is the source of the harmonious unity of all reality reflected in the school's integrated curriculum.

The elk, mountains, water, and oak are four elements of God's creation found in the Ozarks which reminds us that the school is rooted in a particular time and place, reflecting the Incarnation.

The cross divides the four images of nature, indicating that through the sacrifice of our Lord on the cross, along with our participation in it, the whole of creation is redeemed.

### The Motto

Docilitas, Veritas, Libertas, and Sanctificate

- Docilitas/Docility: OCA strives to enliven a student's docility — i.e., the spirit of openness to what is taught and the sensitivity to the presence of Truth. Docility or to be Docile has a very different meaning in various contexts; our use of Docility ties to the Holy Spirit. St. Josemaria Escriva states, "If we are docile to the Holy Spirit, the image of Christ will be formed more and more fully in us, and we will be brought closer every day to God the Father."
- Veritas/Truth: Docility engenders a genuine humility (the choice to accept reality as it is), essential to the ultimate reason for education —the pursuit of truth.
- Libertas/Freedom: Together, Docility and a genuine pursuit of truth allows one to understand freedom. OCA aims to teach the proper use of freedom. "And you will know the truth and the truth will make you free" (John 8:32).
- Sanctificate/Sanctify: The pursuit of truth comes to fruition when a student allows himself to be sanctified by the truth so that he may transcend himself in the sanctification of others.



5. Lifelong Learners who:

- Manage and direct their own learning
- Value and pursue postsecondary education
- Establish personal priorities and achievable goals
- Develop an awareness of varying world views

## **GRIFFIN SOCIETY AND HONOR ROLL**

Ozark Catholic Academy recognizes students at the end of each semester for their academic achievement. Honors designation is determined by the following two categories:

1. Griffin Society: Students who have a total GPA of 3.5 and higher for any grading period.
2. Honor Roll: Students who have a total GPA between 3.0 and 3.49 for any grading period.

## **ACADEMIC ETHICS AND INTEGRITY**

Academic integrity and ethical behavior are expected from all Ozark Catholic Academy students. Academic dishonesty and unethical behavior are contrary and counterproductive to the philosophy and goals of the school.

Academic Integrity is achieved when Ozark Catholic Academy students:

- Demonstrate their own original work on all assignments and assessments.
- Collaborate with other students when specifically authorized to do so.
- Undertake work honestly, and give credit to others for their work and ideas.
- Are prepared for their classes and strive for quality work.
- Realize that greater personal growth is achieved when turning in personal work rather than compromising integrity.

Academic dishonesty occurs when Ozark Catholic Academy students:

- Copy others writing or research without citing a source.
- Purchase or produce papers, tests or assignments from, or for, another.
- Copy another's work, ask another to complete their work, or use unfair advantages during exams.
- Collaborate with others on assignments that are to be completed alone.
- Falsify records and official documents.

## **MANDATORY TUTORIAL**

Academic policies and rules at Ozark Catholic Academy are designed to ensure students will be able to handle a rigorous academic environment. As such, when student academic production or responsibilities lag, students will be assigned mandatory study hall time. This allows student to make contact with teachers to assist the student with raising grades to acceptable levels.

In the event that a student receives below a C on a progress report, the student and parents will receive an email notification of mandatory tutorial requirement for the week. The mandatory tutorial is a proactive effort by the school to provide students with the opportunity to either attend the study hall room or spend time working directly with their individual teachers to raise grades prior to official grade reporting. Students are required to attend a minimum of two 45-minute sessions each week until the grades rise to at least a "C". The emails will outline the tutorial schedule and methods for students to arrange for individual teacher meeting times.

## **GRADING SCALE AND GRADE POINT AVERAGE**

The school grading scale is:

A .....90-100%

B.....80-89%

C.....70-79%

D.....60-69%

F.....59% and below

When calculating GPA, the scale is as follows:

### Academic Scale

A = 4 points

B = 3 points

C = 2 points

D = 1 point

F = 0 points

### **Total GPA Definition**

The sum of grades earned in classes taken in the 9th through the 12th grades is divided by the number of courses completed. Classes taken on a credit/no credit basis are not included in the total GPA. Total GPA is used in determining a student's academic probation status as well as in eligibility for financial aid and extra-curricular activities. The Total GPA is reflected on both the grade report and transcript.



### Request for Review of a Grade

Parents wishing to review a grade calculation may do so by first contacting the student's teacher and then contacting the Head of School if a satisfactory resolution has not been achieved.

### Requests for Class Changes

Every effort is made to accommodate the scheduling needs of the student while balancing class sizes. However, due to inevitable conflicts, not all scheduling requests may be accommodated and not all class sizes are optimal. Students/parents may not request a schedule change to accommodate a teacher of their choice. Further, the school cannot accommodate requests to have particular classes at certain times of the day. All approved class changes must be completed by the end of the second week of the first semester and after the first week of the second semester. Schedule changes will be made only to correct scheduling errors, make level changes, (up or down due to academic rigor), or resolve lunch conflicts.

### Withdrawal from a Class

Course changes are possible the first two weeks of both semesters. Any student who withdraws from a course after the second week of the semester, but before the first progress report will receive a "W" (withdrawal) on their transcript. In this instance, the course will not need to be remediated. Withdrawals after the first progress report for each semester are reflected as "WF" (Withdrawal F) grades and the class must be remediated. Any withdrawal from a course must be approved by the Head of School.

## TESTING

CLT 10 and the CLT Exams— The Classical Learning Test will be administered twice a year, once in the fall and again in the spring. This is a standardized test to provide students testing practice and as an in-house assessment to measure knowledge and growth. The CLT scores may be used as an entrance exam for colleges that accept it.

AP Exams – Until OCA accreditation is complete, we will work with Har-Ber High School to register and test students that qualify for select AP Exams. Registration is in November, and the family is responsible for the \$94.00 fee exam.

PSAT Exam— Until OCA accreditation is complete, we will work with Har-Ber High School to register and test sophomores and juniors for the PSAT. Coordination will only occur for the October exam as this exam date is required to qualify for National Merit Scholarship Aid. Parents may select other testing dates as desired.

SAT/ACT Exams – Registering for the college entrance exams will be the individual student/family responsibility.

## STUDENT RECORDS

The following restrictions shall govern access to or release of student data/records:

- Only administrators, counselors, and the registrar shall have access to student data/records (other than information contained on the school's record system, which may be accessed by all authorized school personnel).
- Only the Head of School and his authorized designees have the authority to release student data/records.
- Student information may never be given over the phone.
- All official student data/records are to be made available for supervised inspection by the student's parent/guardian upon reasonable notice.
- When a student transfers to another school, a copy of the student's transcript and health record shall be transmitted to the new school upon written request from the student's parent/guardian. Such written request is to be maintained in the student's file.
- When a subpoena or other judicial order requesting student data/records is served on the school, a copy immediately shall be forwarded to the Head of School. No school data/records may be furnished or made available for inspection without his approval. If it is necessary to produce the requested data/records in court or at a deposition, the Head of School shall designate the person to produce such data/records.
- Except as set forth above, no student records or data may be released or otherwise made available to any person or agency without the written authorization of the student's parent/guardian.

Unless there is a court order to the contrary on file with the school, a non-custodial parent shall be allowed to discuss with appropriate school personnel his/her student's progress and be provided unofficial copies of such student's data/records.

### Retention of Student Records

The school will retain indefinitely the following data/records (in digitized or printed form) for each student enrolled at the school:

- Legal name of student
- Evidence of date of birth
- Sex of student
- Place of birth
- Name and address of parent or guardian of minor student
- Address of minor student if different than that of parents or guardians
- Arkansas school immunization record
- Ozark Catholic Academy grades and official transcript
- Enrollment and attendance dates
- Standardized test results PSAT/SAT/ACT/CLT scores
- Any other legal documents provided by the State of Arkansas

All other data/records may be destroyed or deleted three years following the student's withdrawal or graduation from the school.



Please follow the procedures outlined below when your student is absent from school for any reason.

### Full or Partial Day Absence

If the student is to be absent for all or part of a school day, the parent must email the Office by 8:40 a.m. on the day of the absence at [marybeth.shields@ozarkcatholic.org](mailto:marybeth.shields@ozarkcatholic.org).

Please provide the following information in the email:

1. Parent/ guardian name
2. Student's full name and grade
3. Reason for full day/partial day absence
4. If partial day, what time a student will be picked up
5. Parents phone number should confirmation be necessary

If the student receives a doctor's excuse for an appointment, it should be turned in to the office upon return to school.

Any student who misses 10% of full or partial school days for any reason is academically at risk – excused, unexcused or suspension. This equates to 9 days per semester, or 18 days for the entire school year.

### Leaving School Early

If a student needs to leave school early, they must adhere to the following procedure:

1. Parent pick up: Parent must come into the school and sign out student. Please allow time for student to be called out of class.
2. Student driver - Parents of students who drive, must register with the school office at the beginning of the year allowing student to drive to appointments.
  - a. Single appointment - Parent must verify appointment time to leave campus in the morning email. Student is responsible to watch time and check out in School Office.
  - b. Recurring appointments – Parent can send one email verifying day and time to leave campus.
  - c. Students must sign out at the office before leaving campus.

### Illness at School

When a student becomes ill during the school day, parents will be notified by the office to pick up their student. Students may not contact parents to request to leave school early. The parent/guardian must come to the Office and sign out their student. Proper identification must be shown in order to have the student released. Ozark Catholic Academy will release students only to those parents or other adults whose names appear on the Student Emergency Card.

## Early Dismissal for Athletic Events

When students must leave school early, the following policy has been agreed upon by all coaches and teachers and communicated to the student athletes.

1. Students must be prepared for the class the day they are leaving early. If a game is canceled and a test is being given, the student must be prepared for the test. No excuses will be accepted.
2. Students are responsible for making up all work covered and tests missed. Students are not given additional days to make up assignments from classes that were missed due to participation in athletic events.
3. Student athletes must be prepared to turn in homework before leaving early for athletic events and to make arrangements to meet with the teacher before or after school, at lunch or remain after class on the days following early dismissal, to go over work missed or make up tests. There are no penalties for being late to practice to take care of class responsibilities. Student athletes must take the initiative to work with their teachers during their sports season.

## Family Trips

Ozark Catholic Academy strongly discourages students to miss school for any reason. The school cannot be responsible for a student's progress when there is continual absence even with parental permission. Ozark Catholic Academy does have a dis-enrollment procedure for excess absences.

The following procedure must be followed to ensure the absences being recorded as "Excused":

1. The parents/guardians must give notice to the school of their intent to take vacation
2. The parents/guardians must indicate specific reason(s) for the trip
3. Request for excused absence must be submitted five (5) school days prior to the expected departure date
4. Students must have a "C" or better in each class for trip approval

Failure to follow the above-mentioned procedures may result in the days absent recorded as "Unexcused." It is the responsibility of the student to make up all in-class work, assignments, and tests missed due to a family trip. Failure to make up work will result in loss of credit.



## DISCIPLINARY ACTIONS AND PROCEDURES

### Progressive Discipline

Ozark Catholic Academy will make use of four levels of progressive discipline:

**Detention** during or after school is a consequence of violating our positive behavior expectations and it is meant to help the student acquire the habits of personal accountability and self-discipline required in adult life. Examples are repeatedly arriving late for school or class, missing work, or mild disruption.

**Saturday School** will be served on scheduled Saturdays during the school year from 8:00 to 12:00. It may be assigned as a disciplinary measure for any conduct violation. Examples may include 3 missed detentions, disrespect to an Ozark Catholic Academy faculty or staff member, misbehavior during mass, or any other action deemed necessary, at the discretion of the Head of School.

**Suspension** will occur for previous behavior violations, which are occurring for a second or third time and for which other forms of discipline have been previously served. Additionally, it will become necessary for behaviors that are more serious in nature. For example, gross disrespect or physical aggression to a teacher or other member of our community, failure to comply with attendance regulations, or previously missed Saturday School. Length of suspension will depend on the seriousness of the violation. All assigned work is to be completed during the suspension, and turned in upon returning to school. Ozark Catholic Academy abides by the laws of the United States of America and the State of Arkansas. Students who engage in any illegal behaviors risk suspension and/or dismissal.

**Dismissal** is a last resort. Whenever a student's conduct makes them liable for dismissal the Head of School will convene Administrative Council to discuss and decide on disciplinary action up to and including dismissal. Students are liable for dismissal from Ozark Catholic Academy for, but not limited to, any of the following:

1. Persistent or egregious defiance of school authority
2. Willful damage to school/personal property
3. Persistent negative attitude toward school policy or personnel
4. Theft and/or possession of another student's/school's property without permission
5. Failure to maintain minimum academic achievement
6. Improper tampering with and/or pulling of a fire alarm
7. Possession of a harmful or lethal weapon or weapon facsimile

Student and parental support of the behavior code and its consequences is essential. Chronic lack of cooperation with school policies will be viewed by the administration as an indication of the lack of genuine desire of both the student and the parent to remain at Ozark Catholic Academy.

## DRESS CODE

The primary purpose of Ozark Catholic Academy's uniform is to:

- help our students grow intellectually in habits of ordered logical thinking
- ensure a look of unity and equality within our school community, and
- promote the search for deeper qualities on which to build self-confidence and Christian identity.

All students are required to wear the full uniform of Ozark Catholic Academy to school at all times unless otherwise permitted. All uniforms must be in good repair, properly hemmed and appropriately sized.

Ozark Catholic Academy uses Land's Ends for the majority of the school uniform requirements. Land's End school number for our logo/crest is: 900184946. Also, Ozark Catholic Academy uses a local embroider, Personally Yours, who has an authorized crest if purchased item is not through Land's End.

### GENTLEMEN'S CASUAL UNIFORM

#### Mandatory

**Shirt Options** – must be purchased from Land's End and include school crest

- Classic Navy/Red/White Mesh polo (long or short sleeve)
- Classic Navy/Red/White Interlock polo (long or short sleeve)
- Oxford shirt from dress uniform without tie and sweater

**Pants Options** – must be purchased from Land's End

- Classic Navy or Khaki Iron Knee Blend Plain Front Chino pants
- Classic Navy or Khaki Tailored Stain Resistant Fit Plain Front pants

**Brown Leather Belt** – may be purchased elsewhere

**Shoes:** – may be purchased elsewhere

- Brown or Tan Sperry
- Brown Penny Loafer

**Socks:** Brown or Khaki Crew socks – may be purchased elsewhere

#### Optional

**Jacket/Sweater** – may be purchased at Land's End or elsewhere

- Classic Navy Lightweight Fleece Half-Zip – embroidered crest available from Personally Yours
- Classic Navy Button Front Cardigan - embroidered crest available from Personally Yours
- Undershirt - white



**LADIES' DRESS UNIFORM MANDATORY** – same as casual uniform with the following changes/additions:

**Shirt Options** – must be purchased from Land's End and include school crest

- White No Iron Pinpoint Shirt (long-sleeve)
- White Stretch No Gape Shirt (long-sleeve)

**Sweater Vest:** Classic Navy V-neck Drifter Vest - must be purchased from Land's End and include school crest

## **ELECTRONIC DEVICES**

Students will turn in their cell phones to the office at the beginning of each school day, and collect their phones at the end of each school day. Phones may be used in class or for special events at the discretion of the teacher or administration.

## **HEALTH AND SAFETY**

Ozark Catholic Academy provides students and school staff with basic health care, and first aid.

## **MEDICATION ADMINISTRATION**

Over the counter (OTC) medications, as well as prescription drugs, as listed on the Medication Release Form may only be given with parent/guardian consent. ALL medication is secured in the Business Office and administered by designated school personnel. Students are not permitted to carry or keep any medication in the school locker, student's vehicle, or student's backpack with the exception of an inhaler and/or an EpiPen, cough drops, and antacids. Students may not share medications with other students. The Ozark Catholic staff is authorized to confiscate any medication carried by the student (excluding those approved above), and turn it into the Office. The student's parent or guardian will be contacted and the medication will be given back to the student at the end of the school day to be taken home.

An EpiPen, inhaler or any over the counter or prescribed medication needs to be accompanied with a Parent/Physician Request for Medication form. This form needs to be completed by the parent and prescribing physician and kept on file in the Office for the duration of the school year. A new form must be completed each school year. All medication(s) need to be picked up at the end of the year or they will be disposed. All student medications need to be sent in their original container with the student's name clearly marked.

## **DRUG AND ALCOHOL USE**

Ozark Catholic Academy abides by the laws of the United States of America and the State of Arkansas. Students who engage in illegal behaviors risk suspension and/or dismissal.

## **NOTIFICATION OF AUTHORITIES**

Under Arkansas law, any crime committed on Ozark Catholic Academy grounds, or at school-related functions, whether misdemeanor or felony shall be reported to the police department or appropriate state agency.

## **EMERGENCY PROCEDURES**

### **Emergency Disaster Plan**

Teachers and Staff at OCA have received intruder training from the Tontitown Police Department, as well as have taken the School Safety Intruder training offered by the Dioceses of Little Rock. In the event of an emergency or disaster, an Ozark Catholic Academy student will only be released to individuals listed on their Emergency Contact form. However, each school year we will ask the parent/guardian to fill out an emergency dismissal form with a number of options available for the release of their student after an emergency or disaster.

In an emergency Ozark Catholic Academy will utilize the local news media and REMIND to distribute information to our families. If an emergency situation is developing, parents should depend on these sources of information.

### **Fire Drills/Tornado Drills**

Ozark Catholic Academy conducts emergency drills throughout the school year. Ozark Catholic Academy administration, faculty, staff, and students have received instruction on appropriate procedures in case of an actual emergency.

## **PARENTAL INVOLVEMENT**

### **SCHOOL BOARD**

Ozark Catholic Academy is governed by a Board of Directors that have the ultimate fiduciary responsibility for the school, a 501[c] non-profit corporation. The school board meets on a regular basis throughout the school year.

For a listing of the Board of Directors, please refer to our website: [www.ozarkcatholic.org](http://www.ozarkcatholic.org)



To set up your FACTS tuition account, please log on to the Ozark Catholic Academy website ([www.ozarkcatholic.org](http://www.ozarkcatholic.org)), Admissions, Tuition and Fees. There is a link that will take you directly to the FACTS setup.

Due to our contract with FACTS Management Services, Ozark Catholic Academy does not accept payments for items billed by FACTS. To make a payment for tuition or class fees, you can make the payment either online or by calling FACTS directly:

1. Online payment – log into [FACTS@online.factsmtg.com](mailto:FACTS@online.factsmtg.com).
2. Payment by phone – Call FACTS directly @ 1-866-441-4637. FACTS representatives are available 24/7.

#### Annual Fees (Non-Refundable)

Application (Incoming Students Only)      \$ 150 Registration (non-refundable)  
Additional Required Expenses:

Uniforms	\$250-\$450 (Approximate)
School Supplies	\$200 (Approximate)
TI-84 Calculator	\$110-\$150 (Approximate)

#### Additional Optional Expenses

School Photos	\$30 - \$75 (varies)
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For additional information about tuition and/or fees, please email Susan Thornton at [susan.thornton@ozarkcatholic.org](mailto:susan.thornton@ozarkcatholic.org)

#### FINANCIAL AID

Ozark Catholic Academy is committed to making a holistic, Catholic education accessible to all qualified students – regardless of financial means. Financial aid is based on financial need and is subject to availability of funds. All awards must be applied for annually.

Failure to meet financial obligations to Ozark Catholic Academy may result in student or suspension pending receipt of unpaid tuition fees or charges. Graduating Seniors family financial obligations must be met to be eligible to participate in senior activities and graduation.

When the appropriateness of curricula or activities is called into question by a member of the school community, the Administrative Council (AC) will review the material or activity in light of the school's curricula mission. Where curricula are deemed inappropriate, such a determination will be made following careful deliberation and only after a majority of the Committee confirms that the inappropriate nature of the curricula or activity outweighs the opportunity for learning or critical examination and reinforcement of Christian values. This council will render a decision on the appropriateness of the curricula or activity. Decisions of the Administrative Council are final.

## **FAITH FORMATION AND EDUCATION**

The spiritual life of Ozark Catholic Academy students is developed through prayer, religion classes, identity formation, sacramental life, all-school liturgies, service opportunities, retreats, and other formational experiences. It is the goal of Ozark Catholic Academy to integrate religious education and spiritual formation. Both the "mind" and the "heart" will be engaged in assisting students in their full and personal development of their faith.

### **Christian Works of Mercy**

Ozark Catholic Academy students are expected to serve through acts of charity toward their fellow man. Although many service opportunities will be presented to them throughout their time at Ozark Catholic, student-initiated opportunities are welcomed as well. Our service projects seek to develop the virtues of magnanimity, compassion and generosity in each student through practice of the Corporal and Spiritual Works of Mercy, especially as it relates to the underprivileged and those in greatest need.

### **Mass Attendance and Behavior**

All School Masses and weekly designated class mass is as much a part of Ozark Catholic Academy's curriculum as the daily classes. Absences are not excused except under very particular circumstances such as bereavement or an illness that prevents a student from attending school. Doctor appointments are not considered excused absences for classes or for Mass.

1. Students are expected to be respectful and reverent during Mass (no talking).
2. Student behavior should not cause a disruption to those around you.
3. Students may not eat, drink, or chew gum.
4. Students must be properly dressed.



## Attendance Policy

Unless there are extenuating circumstances (e.g., death in the family), or they provide a doctor's note (e.g. dentist appointment) students are ineligible to participate or attend an athletic contest/practice or any extracurricular activity unless they are in attendance by the beginning of the third hour of the school day on the day of the practice/event, except minimum day. A student who leaves during the school day due to illness may not attend or participate in any extracurricular activities (e.g., practice, game, performance) on the day of the partial absence. Students must be in class for the entire minimum day to attend sports events and dances.

## Sportsmanship Code of Conduct

Ozark Catholic Academy is committed to providing a sportsmanlike environment for students, coaches, and spectators. A good sport can take a loss or defeat without complaint and/or victory without gloating. He/she treats opponents with fairness, courtesy, and respect.

## Attendance and Participation at Extracurricular Athletic/Activities/Events

A late-night school-sponsored event is not an acceptable excuse for missing school the following day.

1. Unless there are extenuating circumstances (i.e., death in the family), students are ineligible to participate or attend an athletic contest/practice or any extracurricular activity unless they are in attendance by the beginning of the third hour of the school day on the day of the practice/event, except minimum days. Students must be in class for the entire minimum day to attend sports events and dances.
2. A student who leaves during the school day due to illness may not attend or participate in any extracurricular activities (i.e. practice, game, performance) on the day of the partial absence.
3. Students must be in class for the entire minimum day to attend sports events and dances.
4. school, at lunch or remain after class on the days following early dismissal, to go over work missed or make up tests. There are no penalties for being late to practice to take care of class responsibilities. Student athletes must take the initiative to work with their teachers during their sports season.

## SOCIAL ACTIVITIES

### Conduct at School Dances

In order to promote a healthy, safe, enjoyable evening for all students, the following procedures are in effect for all dances.

1. For safety purposes, students will not be allowed to loiter in the parking lot but must enter the event upon arrival at the venue. Once a student leaves a dance, he/she will not be allowed to re-enter without permission from the Head of School and he/she may not loiter on the venue grounds, including the parking lot.

## Student Property

Ozark Catholic Academy or its employees are not responsible for lost or stolen articles. Students bring items to school or dances at their own risk. Illegal items and/or any items not appropriate to the school environment will be confiscated and may not be returned.

1. All valuables and articles of clothing must be kept safely on the student's person. Students are advised not to bring valuables to school or to leave them unattended on campus.
2. Loss of books or other personal property should be reported to the Business Manager immediately.
3. Any property left unattended on campus will be turned over to the Lost and Found at the front desk.

## Guest Passes/Visitors

Ozark Catholic Academy is a "closed" campus. Students may not have a guest visit during the school day. This includes lunch. Visitors must check in and obtain a visitor's pass from the Main Office.

## ACTIVITIES AND FIELD TRIPS

The faculty are responsible for all student activity programs in the school. Ozark Catholic Academy desires to involve as many students as possible in school life. Field Trips are an important part of our curriculum at OCA. All trips provide growth experiences academically, spiritually or both. We will use off campus field trips as a means to supplement in class teachings.

We believe that involvement in activities:

- Allows students to develop their God-given talents
- Enhances self-esteem
- Provides increased opportunities for friendship
- Makes school more enjoyable
- Increases student commitment to school
- Results in better grades and deportment

The many organizations, clubs, and activities (both co-curricular and extracurricular) are an essential part of modern education.



**OZARK CATHOLIC ACADEMY  
STUDENT HANDBOOK ACKNOWLEDGEMENT FORM**

Note: The student and his/her parent (s) or legal guardian (s) are to sign the following statements and return this form to the school office. It will be filed in the student's cumulative record folder for future reference.

**ACKNOWLEDGEMENT**

I, \_\_\_\_\_, enrolled in Ozark Catholic Academy, have read and understand the policies and procedures of OCA Parent/Student Handbook.

SIGNED \_\_\_\_\_ (Student)

SIGNED \_\_\_\_\_ (Parent/Guardian)

DATE \_\_\_\_\_

I, \_\_\_\_\_ parent of Ozark Catholic Academy gives my permission or my student to be photographed for the purposes of communications and marketing.